

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		

144-FINANCIAL INSTITUTIONS					
/2500/	LICENSED FINANCIAL SERVICES				
1	00002000.	EXAMINATION WORKPAPERS	Amended	EVT+90 DAYS	DEST
		Description changed.			

145-COMMISSIONER OF INSURANCE					
/300/	FINANCIAL ANALYSIS AND EXAMINATIONS				
2	00148000.	TAX FILINGS FOR SURPLUS LINES, RISK RETENTION GROUPS (RRGS) & DIRECTLY PLACED POLICIES	New	EVT+10	DEST
		Description, disposition, and PII changed.			
3	00149000.	MONITORING FILES FOR NON-DOMESTIC INSURERS	New	EVT+10	DEST

155-PUBLIC SERVICE COMMISSION					
/155R/	PSC-RAILROADS, OFF. OF THE COMMISSIONER				
4	00002000.	ANNUAL REPORTS OF RAILROAD COMPANIES	Amended	EVT+7	SHSW
5	00004000.	RAILROAD FORMAL CASE FILES	Amended	EVT+7	SHSW
6	00005000.	RAILROAD INFORMAL CASE FILES	Amended	EVT+6	DEST
		Retention changed.			
7	00006000.	RAILROAD OATHS - POLICE	Amended	EVT+2	DEST
8	00012000.	OFFICE ORDERS DECISIONS - RAILROAD	Amended	EVT+3	SHSW
		Description changed.			
9	00016000.	WATER CARRIER AUTHORITIES	Amended	EVT+5	DEST
10	00017000.	WATER CARRIER FORMAL CASE FILES	Amended	EVT+2	SHSW
11	00019000.	LANDMARK HEARING CASES	Amended	EVT+25	SHSW
12	00022000.	RAILROAD CROSSING FILE	Amended	EVT+5	DEST

165-SAFETY & PROFESSIONAL SERVICES					
/400/	INDUSTRY SERVICES (DIS)				
13	00122000.	BUILDING PLANS/ARCHITECTS SPECIFICATIONS AND RELATED CORRESPONDENCE	Amended	EVT+3	DEST

192-WI ECONOMIC DEV CORP					
/1100/	LEGAL SERVICES & COMPLIANCE				
14	00264000.	LEGAL COUNSEL FILES	Amended	EVT+3	SHSW
		Description changed.			

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255-PUBLIC INSTRUCTION					
/400/	<i>FINANCE AND MANAGEMENT</i>				
15	00271000.	CHARTER SCHOOL CONTRACT RECORDS	New	EVT+5	SHSW
16	00272000.	GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS (GEAR UP) RECORDS	New	EVT+4	DEST

285A-UW MADISON					
/525050/	<i>WSLH - WISCONSIN OCCUPATIONAL HEALTH - OSHA CONSULTATION</i>				
17	01637000.	OSHA CONSULTATION VISIT	Amended	EVT+5	DEST
/538500/	<i>SMPH - POPULATION HEALTH SCIENCES</i>				
18	01947000.	SURVEY OF THE HEALTH OF WISCONSIN (SHOW) RECORDS	New	CR+75	DEST
		Retention changed.			

285W-UW SYSTEM ADMINISTRATION					
19	UWADM018.	UNIVERSITY MEETING RECORDS	Amended	EVT+3	UW-TRANS
		Description changed.			
20	UWADM024.	ACCREDITATION FILES	Amended	EVT+11	UW-TRANS
21	UWADM025.	FEDERAL LOBBYING REPORTS	Amended	EVT+6	DEST
22	UWADM027.	OUTSIDE ACTIVITY REPORTS	Amended	EVT+8	DEST
23	UWADM028.	STATEMENTS OF ECONOMIC INTEREST	Amended	EVT+3	DEST

370-NATURAL RESOURCES					
/027/	<i>REMEDICATION & REDEVELOPMENT</i>				
24	00515000.	REMEDICATION & REDEVELOPMENT TECHNICAL CASE FILE	Amended	PERM	PERM
25	01123000.	PETROLEUM ENVIRONMENTAL CLEANUP FUND AWARD (PECFA) CLAIM FILES	Amended	EVT+7	DEST
26	01219000.	R&R FINANCIAL DOCUMENTATION RELATED TO COST RECOVERY	New	EVT+7	DEST
27	01220000.	BANKRUPTCY AND WISCONSIN PLANT RECOVERY INITIATIVE (WPRI)	New	EVT+7	DEST

395-TRANSPORTATION					
28	00063000.	STATE PLANNING & RESEARCH (SPR) ANNUAL WORK PROGRAM - PART A FILES	Amended	EVT+5	DEST
29	00075000.	ECONOMIC ANALYSIS FILE	Amended	EVT+3	SHSW
30	00496000.	ROADWAY CLASSIFICATION SUBMITTALS	Amended	EVT+10	DEST
31	00496A00.	ROADWAY CLASSIFICATION SUBMITTALS - REGION COORDINATION FILES	Amended	EVT+10	DEST
32	00497000.	HIGHWAY SYSTEM CHANGES - JURISDICTIONAL TRANSFER FILES	Amended	PERM	PERM
33	00498000.	JURISDICTIONAL REVIEWS - NO ROADWAY TRANSFER	Amended	EVT+10	DEST

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34	00499000.	STATEWIDE TRANSPORTATION PLANNING AND METROPOLITAN & NON-METROPOLITAN COORDINATION FILES	Amended	EVT+10	SHSW
35	00506000.	REGIONAL TRANSPORTATION PLANS & STUDIES	Amended	EVT+1	DEST
36	00518000.	RPC, MPO AND LOCAL GOVERNMENT COORDINATION FILES	Amended	EVT+10	DEST
37	00521000.	LAND USE, ACCESS MANAGEMENT & ZONING COORDINATION FILES	Amended	EVT+1	DEST
38	00523000.	SCENIC BYWAYS DESIGNATION CASE FILES	Amended	EVT+5	SHSW
39	00658000.	STATEWIDE TRANSPORTATION SYSTEM LONG-RANGE PLANS	Amended	EVT+10	SHSW
40	00659000.	RUSTIC ROAD DESIGNATION FILES	Amended	EVT+5	SHSW
41	00660000.	TRANSPORTATION ECONOMIC ASSISTANCE (TEA) PROGRAM FILES	Amended	EVT+7	DEST
42	00663000.	STATE INFRASTRUCTURE BANK (SIB) PROGRAM FILES	Amended	EVT+10	DEST
437-CHILDREN & FAMILIES					
43	00373000.	REGULATION REPORTS - CHILD CARE AND CHILD WELFARE	Amended	EVT+7	SHSW
		Description and title changed.			
455-JUSTICE					
<i>/302/</i>	<i>OFFICE OF SCHOOL SAFETY</i>				
44	00068000.	SCHOOL SAFETY PLANS	New	EVT+5	DEST
465-MILITARY AFFAIRS					
45	00038000.	CONGRESSIONAL INQUIRIES	Renewal	EVT+5	DEST
505H-CLAIMS BOARD					
46	00001000.	CLAIMS BOARD NON-PRECEDENT SETTING CASES	Amended	EVT+6	DEST
		Description and title changed.			
47	00001A00.	CLAIMS BOARD PRECEDENT CASES	Amended	EVT+20	SHSW
566-REVENUE					
<i>/4000/</i>	<i>RESEARCH & POLICY</i>				
48	00013000.	WISCONSIN INDIVIDUAL INCOME TAX RECIPROCITY	Amended	PERM	PERM
49	00257000.	FISCALANALYSES	Amended	CR+6	DEST
<i>/5000/</i>	<i>LEGAL SERVICES</i>				
50	00258000.	COURT CASES - NON-TAX APPEAL FILES	Amended	EVT+10	DEST
51	00333000.	COLLECTION COURT ACTION FILES	Amended	EVT+10	DEST

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680-SUPREME COURT			
/004/	BOARD OF BAR EXAMINERS		
52	00024000.	BOARD MEETING MATERIALS AND ADMINISTRATIVE OFFICE INFORMATION	Amended EVT+75 SHSW

GENERAL RECORDS SCHEDULE			
53	ADMIN200	BUSINESS RECORDS - APPOINTED STAFF OR EQUIVALENT POSITIONS	Renewal EVT+3 SHSW
54	ADMIN201	BUSINESS RECORDS - NON-APPOINTED STAFF OR EQUIVALENT POSITIONS	Renewal CR+1 DEST
55	ADMIN202	TRANSITION BRIEFINGS - APPOINTED STAFF OR EQUIVALENT POSITIONS	Renewal EVT+2 DEST
		Note changed.	
56	ADMIN203	TRANSITION BRIEFINGS - NON-APPOINTED STAFF OR EQUIVALENT POSITIONS	Renewal EVT+1 DEST
		Note changed.	
57	ADMIN250	ORGANIZATIONAL PLANNING DOCUMENTATION	Renewal EVT+6 SHSW
58	ADMIN251	ORGANIZATIONAL DOCUMENTATION - BUREAUS, DIVISIONS, DEPARTMENTS	Renewal EVT+2 SHSW
59	ADMIN252	ORGANIZATIONAL DOCUMENTATION - SECTIONS AND WORK UNITS	Renewal EVT+2 DEST
60	ADMIN300	ADMINISTRATIVE RULES - DEVELOPMENT AND BACKGROUND	Renewal EVT+10 SHSW
		Title changed.	
61	ADMIN301	BOARDS, COUNCILS, OR COMMISSIONS	Renewal EVT+5 SHSW
62	ADMIN302	DEPARTMENT LOBBYIST AND LOBBYING ACTIVITIES	Renewal EVT+3 DEST
		Citation link corrected.	
63	ADMIN303	LEGAL NOTICES	Renewal CR+1 DEST
64	ADMIN304	MEMORANDUMS OF UNDERSTANDING (MOU) & SERVICE LEVEL AGREEMENTS (SLA)	Renewal EVT+4 DEST
65	ADMIN305	PUBLIC RECORDS REQUESTS AND RESPONSES	Renewal EVT+3 DEST
66	ADMIN306	BIENNIAL OR ANNUAL REQUIRED REPORT DOCUMENTATION	Renewal EVT+4 DEST
		Title changed.	
67	ADMIN350	INTERNAL COMMUNICATION	Renewal EVT+3 DEST
		Description and note changed.	
68	ADMIN351	EXTERNAL COMMUNICATION	Renewal EVT+3 SHSW
		Description and note changed.	
69	ADMIN352	TRANSITORY RECORDS	Renewal EVT+0 DEST
70	ADMIN353	EXTERNAL COMPLAINTS	Renewal EVT+2 DEST
71	ADMIN354	ACTIVITY AND PRODUCTION REPORTS	Renewal CR+1 DEST
72	ADMIN355	STATUS REPORTS	Renewal EVT+3 SHSW
73	ADMIN356	STAFF BIOGRAPHIES	Renewal EVT+3 SHSW
74	ADMIN400	POLICIES AND PROCEDURES	Renewal EVT+7 DEST
		Description changed.	

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75	ADMIN401	POLICIES AND PROCEDURES - HISTORICALLY SIGNIFICANT	Renewal	EVT+7	SHSW
		Description changed.			
76	ADMIN402	PROJECT RECORDS	Renewal	EVT+5	DEST
77	ADMIN403	PROJECT RECORDS - HISTORICALLY SIGNIFICANT	Renewal	EVT+5	SHSW
78	ADMIN404	PROJECT RECORDS - NOT COMPLETED	Renewal	EVT+3	DEST
		Event changed.			
79	ADMIN405	PROGRAM AREA SUBJECT RECORDS	Renewal	EVT+5	SHSW
		Description changed.			
80	ADMIN406	GRANTS	Renewal	EVT+4	DEST
		Confidential response changed.			
81	ADMIN450	CHARITY CAMPAIGNS	Renewal	EVT+2	DEST
82	ADMIN451	EVENTS - PLANNING AND PREPARATION	Renewal	EVT+3	DEST
83	ADMIN452	EVENTS - PUBLICITY AND PROCEEDINGS	Renewal	EVT+3	SHSW
84	ADMIN453	TRAINING COURSE MATERIALS	Renewal	EVT+3	DEST
85	ADMIN500	FORMS CATALOG / LISTING	Renewal	EVT+0	DEST
86	ADMIN501	FORMS CHANGE REQUEST FILES	Renewal	EVT+6 MOS	DEST
87	ADMIN502	FORMS HISTORY FILES	Renewal	EVT+5	DEST
88	ADMIN503	FORMS REQUEST ORDERS	Renewal	EVT+1	DEST
89	ADMIN504	LIBRARY CATALOG / LISTING	Renewal	EVT+0	DEST
		Event changed.			
90	ADMIN505	LIBRARY CIRCULATION OR LOAN REPORTS	Renewal	EVT+0	DEST
91	ADMIN506	MAILING ADDRESS LISTS AND UPDATES	Renewal	EVT+0	DEST
		Combined with ADMIN508.			
92	ADMIN507	MAIL AND MESSENGER SERVICE DISTRIBUTION AND ROUTING PLANS, SCHEDULES, AND LISTS	Renewal	EVT+0	DEST
93	ADMIN508	MAIL ADDRESS UPDATES	Renewal	EVT+0	DEST
		Withdrawn and combined with ADMIN506. Remaining RDAs re-numbered.			
94	ADMIN508	MAIL PICKUP AND DELIVERY RECORDS	Renewal	CR+1	DEST
95	ADMIN509	RECORDS INVENTORY	Renewal	EVT+10	DEST
96	ADMIN510	RECORDS INVENTORY DISPOSITION FILES	Renewal	CR+25	DEST
97	ADMIN511	RECORDS STORAGE / TRANSFER FILES	Renewal	CR+3	DEST
98	ADMIN512	RECORDS RETENTION DISPOSITION AUTHORIZATIONS (RDA) INDEX	Renewal	EVT+10	DEST
99	ADMIN513	RECORDS RETENTION DISPOSITION AUTHORIZATIONS (RDA) - GOVERNMENT UNIT OFFICIAL RECORD	Renewal	EVT+20	DEST
100	ADMIN514	RECORDS RETENTION DISPOSITION AUTHORIZATIONS (RDA) - PRB OFFICIAL RECORD	Renewal	EVT+100	DEST

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101	ADMIN515	RECORDS MANAGEMENT PROGRAM	Renewal	EVT+10	DEST

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

MUNICIPALITIES					
MILWAUKEE, CITY OF					
/131/	<i>COMMON COUNCIL / CITY CLERK</i>				
102	11-E058	AUDIO RECORDINGS - ALL COMMITTEES	Amended	CR+6 MOS	TRANS OTHER
103	14-E009	VIDEO RECORDINGS - COUNCIL AND STANDING COMMITTEES	Amended	CR+3 MOS	TRANS OTHER
104	21-0041	VIDEO RECORDINGS - MINOR COMMITTEES, BOARDS, AND TASK FORCES	New	CR+6 MOS	DEST
/351/	<i>MILWAUKEE POLICE DEPT.</i>				
105	21-0040	USE OF FORCE REPORT - LITIGATED	New	EVT+7	DEST
		Event changed. Denied approval.			
106	21-0051	INTERNAL INVESTIGATIONS - LITIGATED	New	EVT+8	DEST
107	88-0074	INTERNAL INVESTIGATIONS - NON-LITIGATED	Amended	EVT+8	DEST
108	93-0041	USE OF FORCE REPORT - NOT LITIGATED	Amended	EVT+7	DEST
		Denied approval.			

Request and Disposition Legend

New: Submission has not been reviewed before
 Amendment: Submission has changes from previous version
 Renewal: Submission has no changes from previous version
 Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential
 SHSW: Transfer to Wisconsin Historical Society
 UW-TRANS: Transfer to UW Archives
 TRANS OTHER: Transfer as noted on submission
 PERM: Retain Permanently